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ORGANIZATION		

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## OFFICE OF LOGISTICS

15. MINSTON Chief of for Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution. accountability and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment and supplies; for meeting real estate and construction needs, including office space, building maintenance, moving, telephone, and other related office services; for providing printing, reproduction, and mail and courier services; and for the coordination and compilation of forecasts of requirements for Agency logistical support; and for the inspection and review of Agency

16. FUNCTIONS

logistics activities.

Director for Logistics shall:

- a. Plan, develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- b. Megetiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
- Provide trained logistics personnel to other Agency components.
- d. Provide technical guidance in the development of logistics ennexes to operational plans and programs.
- Determine the logistics implications and feasibility of operational plans and programs.

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- f. Formalize logistics support requirements in coordination with operational components of the Agency.
- g. Provide technical guidance and assistance in the development of standard Tables of Organization and Equipment.
- h. Maintain a Logistics Reference Library.
- i. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- 3. Assume responsibility for the administration, operation, and supervision of all Agency printing and reproduction activities except as specifically subhorized otherwise by the Director.
- k. Operate controlised printing and reproduction facilities for the Agency; control the establishment of printing and reproduction facilities; review requests for, and utilization of, printing and reproduction equipment.
- Procure or exercise technical staff supervision over the procurement of supplies, equipment, and non-personal services determined necessary for Agency activities.
- m. Direct the acquisition, disposition and improvement to real estate including design and construction, alterations, removations, maintenance and utilities.
- n. Determine space requirements and effect space acquisition, planning, and allocation to meet the needs of the Agency within the metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services in connection therewith.

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- o. Provide domestic facilities and technical guidance for support of oversees activities, for receiving, inspecting, warehousing, packing, issuing, maintaining, and disposing of supplies and equipment.
- p. Develop and administer an integrated stock accounting system.
- q. Assume accountability of and responsibility for supplies, equipment, and real estate not specifically delegated to other Agency components.
- r. Assume responsibility for the general administration and supervision of the travel of CIA personnel and the transportation of CIA property.
- s. Provide vehicular support is the metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, and maintenance of all Agency-camed motor vehicles.
- t. Review Agency logistics activities for compliance with logistics policies, regulations, and procedures, and evaluate the effectiveness of logistics functions and operations.

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